

SUPERVISING PROGRAM TECHNICIAN I

REVIEW OF JOB ANALYSIS

BACKGROUND INFORMATION

Date of Review: April 21 – 23, 2008

Collective Bargaining Identification: S04

Job Analysis Review Conducted By: Doreen Grigsby-Augmon
Selection Analyst
Office of Selection Services

Number of Incumbents: There are 41 incumbents in this classification per the State Controller's Office Filled/Vacant Position Report dated May 12, 2008.

Names of the Subject Matter Expert(s) and their background:

Rugina Garcia, Parole Services Associate, Division of Adult Parole Operations

Rugina has been with the Department of Corrections and Rehabilitations for 13 years. She has been a Supervising Program Technician I for 3 years and a Supervising Program Technician III for 1 ½ years.

Lonnie Dewitt-Sanders, Parole Agent III, Division of Adult Parole Operations

Lonnie has been with the Department of Corrections and Rehabilitations for 15 years. He has supervised Supervising Program Technician I and III for 7 years.

Christine Toombs, Parole Agent III, Division of Adult Parole Operations

Christine has been with the Department of Corrections and Rehabilitations for 33 years. She has supervised Supervising Program Technician I and IIIs for 22 years.

REVIEW CHANGES/UPDATES:

SMEs reviewed the existing job analysis for Supervising Program Technician I dated October 13 – 17, 2003 to provide any necessary updates/changes. Minor changes were made. In addition, Willingness Statements were added.

Copies of the revised Tasks and KSAs have replaced the old Tasks and KSAs; however the original language has been maintained on disk in this binder marked Job Analysis 2003.

SUPERVISING PROGRAM TECHNICIAN I INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Classification Specification for Supervising Program Technician I (series specification)
- Review of the October 2003 job Analysis
- Review of a Duty Statement for Supervising Program Technician I, CDCR Warrants Unit